



LINDA A. KELLEHER  
CITY CLERK

## CITY OF READING, PENNSYLVANIA

CITY COUNCIL  
ROOM 2-24  
815 WASHINGTON STREET  
READING, PA 19601-3690  
(610) 655-6204

September 25, 2007

Ms. Heather Dunkle, Purchasing Coordinator  
City of Reading  
Purchasing Division  
815 Washington Street  
Reading, PA 19601

Dear Ms. Dunkle:

The City of Reading City Council, at their Regular Business Meeting held on Monday, September 24, 2007, approved the following contract award:

**Award of Contract-** to Hirneisen Electric Inc, Reading PA for the final design and construction of two new street light systems on Hancock Blvd in the East Bank Housing Area at a total bid price of \$224,900.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda A. Kelleher", is written over a horizontal line.

Linda A. Kelleher  
City Clerk

C: City Council  
Managing Director  
Solicitor



FAX: (610) 655-6427 TDD: (610) 655-6442



# AGENDA MEMO

## FINANCE DEPARTMENT

**TO:** City Council  
**FROM:** Heather L. Dunkle, Purchasing Coordinator  
**PREPARED BY:** Heather L. Dunkle, Purchasing Coordinator  
**MEETING DATE:** September 24, 2007  
**AGENDA MEMO DATE:** September 24, 2007  
**RECOMMENDED ACTION:** Awarding of Contract for a Street Light Project for the Departments of Public Works and Community Development.

### RECOMMENDATION

The recommendation is to award the contract for new street light systems to Hirneisen Electric, Inc., 1619 Old Lancaster Pike, Reading, PA, 19608, who is the low bidder at a total submitted bid price of \$224,900.

### BACKGROUND

Bids for the final design and construction of two (2) new street light systems on Hancock Boulevard and in the East Bank Housing Area for the Departments of Public Works and Community Development were received on September 24, 2007.

A copy of the Schedule of Bids is attached for your review.

### BUDGETARY IMPACT

The Departments of Public Works and Community Development and Accounting have confirmed there are sufficient funds in budget account code 32-10-00-4216.

### PREVIOUS ACTION

None

### SUBSEQUENT ACTION

Formal action by Council is needed to award the contract at the September 24, 2007 meeting.

### RECOMMENDED BY

Mayor, Managing Director, Directors of Public Works, Community Development and Finance and Purchasing Coordinator.

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**RECOMMENDED MOTION**

Approve/Deny the recommendation to award the contract to Hirneisen Electric, Inc. for the new street light systems.

pc: File

# RECOMMENDATION MEMORANDUM

TO: Charles Jones, Public Works Director DATE: September 24, 2007  
 FROM: Heather Dunkle, Purchasing Coordinator  
 SUBJECT: Contract - Street Light Systems

May we please have your recommendation on the award of the above listed bid. All bids are available for review in the Office of the Purchasing Coordinator. The completed form should be returned to the Office of the Purchasing Coordinator no later than **MONDAY, SEPTEMBER 24, 2007, AT 2:00 P.M.** Please issue a Requisition in USL for the Contract, if a recommendation is made.

1. After reviewing the bids, recommendation is made to award the contract to Hirneisen Electric, Inc. who is the low bidder.

2. The above listed bidder meets or exceeds all City specifications for this bid Yes

3. After reviewing the bids, recommendation is made to award the contract to \_\_\_\_\_ who is not the low bidder.

Justification: \_\_\_\_\_

4. Reject all bids. Justification: \_\_\_\_\_

5. Budget Account Code and Total amount to be charged # 224,900 32-1000-4216

6. I have checked with the Accounting Office and have determined sufficient funds are available in this account code Yes

7. Amount remaining in this account code after the contract funds are encumbered. \_\_\_\_\_

8. Is this item in the Capital Equipment/Improvement Budget for the current fiscal year? No

9. What amount is listed in the Capital Budget? \_\_\_\_\_

10. Is this bid for the entire project or is this a phase? Entire project.

APPROVAL TO AWARD CONTRACT TO ABOVE LISTED BIDDER:

Department Director Charles M. Jones Date 9/24/07

PLEASE RETURN TO PURCHASING FOR THE EXECUTION OF BELOW SIGNATURES.

Director of Community Development [Signature] Date \_\_\_\_\_

Director of Finance [Signature] Date 9/24/07

Managing Director [Signature] Date 9/24/07

Mayor \_\_\_\_\_ Date \_\_\_\_\_

September 24, 2007

To the Mayor  
City Hall  
Reading, PA

The following bids were opened and scheduled, with a Contract to be awarded or the bids rejected.

**BID NO. 9001-07 FOR THE STREET LIGHT SYSTEMS PROJECT FOR THE  
DEPARTMENT OF PUBLIC WORKS, CITY OF READING, PENNSYLVANIA.**

**BIDDER**

**TOTAL BID PRICE**

Hirneisen Electric, Inc.  
1619 Old Lancaster Pike  
Reading, PA 19608

\$224,900.00

The Warko Group  
18 Morgan Drive  
Reading, PA 19608

\$267,700.00

HEATHER DUNKLE  
Purchasing Coordinator